

# **9 FAM PART IV Appendix I, 400 SEMIANNUAL VISA REPORT OF NONIMMIGRANT VISAS ISSUED AND REFUSED**

*(TL:VISA-274; 05-09-2001)*

## **9 FAM 401 TIMING**

*(TL:VISA-167; 05-23-1997)*

Nonimmigrant visas issued and refused are to be reported semiannually. The reporting periods are October 1 - March 31 and April 1 - September 30. Nonimmigrant visa issuing offices should submit the report to the Department (ATTN: CA/VO/F/I) no later than April 15 and October 15, respectively. No covering communication is necessary.

## **9 FAM 402 NONIMMIGRANT VISAS ISSUED**

*(TL:VISA-167; 05-23-1997)*

Posts must follow these specific instructions in preparing the visas issued report:

(a) Nonimmigrant visas issued (other than "D-Crew-list") are to be reported by the classification symbol, and by the nationality code for the visa reciprocity schedule used in issuance.

(b) Crew-list visas are to be reported without regard to nationality by noting the number of crew-lists visaed under the column headed "XXX". The figures reported must show the number of crew-lists actually visaed. For example, if three copies of the same crew-list are visaed for three entries of that ship to the United States, three should be reported, not one. Posts should not report the number of crewmembers included in a crew-list.

## **9 FAM 403 NONIMMIGRANT VISAS REFUSED**

*(TL:VISA-167; 05-23-1997)*

Posts must observe the following points when preparing the visas refused report:

- (1) When reporting nonimmigrant visas refused, posts must give both:
  - (a) The total number of applicants refused; and

(b) The total number of citations of each provision of the Act (e.g., the appropriate subparagraph of INA 212(a), or INA 212(e), 214(b), or 221(g)) which served as the basis for the refusals. Since each ground must be indicated when an applicant is ineligible under more than one ground of ineligibility, the total number of grounds of ineligibility may exceed the total number of applicants refused visas.

(2) Nonimmigrant refusals overcome should include both those overcome by establishing that the refusal grounds were not applicable to the case and those which resulted from a waiver. Posts must ensure that every case counted as a "refusal overcome" has also been reported as a refusal on the same or a previous report. Each time the post issues a visa on the basis of a waiver of ineligibility, a refusal as well as a refusal overcome must have been reported for workload purposes.

## **9 FAM 404 SPECIAL INSTRUCTIONS FOR AUTOMATED NIV REPORT PREPARATION**

### **9 FAM 404.1 NIV Report Printouts**

*(TL:VISA-274; 05-09-2001)*

*Prepare and submit to CA/VO/F/I the following report printouts:*

- (1) Report 22 (Nonimmigrant visas issued by visa class and nationality);*
- (2) Report 33 (Nonimmigrant visa refusals); and*
- (3) Report 99 (NIV refusal overcomes/waived by grounds of ineligibility).*

### **9 FAM 404.2 NIV Report Datafile**

*(TL:VISA-274; 05-09-2001)*

*a. In addition to sending the report printouts via pouch, posts are required to submit semiannual report datafiles via e-mail. Posts should refer to the appropriate software release notice for their version of the modernized NIV system for production of the datafile. Posts are asked to name their datafile (Upper case text) "VARS<Post Code>.txt." Posts should use their regular e-mail to submit the datafile. The file should be e-mailed to "NIVAMS." The subject line of the e-mail message should be "VARS,Post Code>.txt"; do not include any additional text on the subject line.*

*b. Posts should insure that the datafile and report printouts being submitted contain the same datafile serial number. This number appears on the first line of the datafile, and below the date/time prepared line on the report printouts. Posts should also review the datafile for completeness before submitting it. (Please note that the datafile format will differ from that of the printouts)*

*c. Once the datafile has been processed, NIVAMS will automatically send posts a confirmation, either stating that all data were processed successfully or listing those records in the datafile that could not be processed. Posts should reply by e-mail to NIVAMS with their clarification of any records that could not be processed.*